

CLERICAL ASSISTANT

Opening for a Clerical Assistant in Manistee County. This individual must be able to multitask and will be responsible for a wide range of responsibilities in a busy office including a large amount of interaction with the public in highly stressful situations. Solid clerical and computer skills are required. Knowledge of legal terminology and procedures helpful. Candidates must possess a high school diploma or equivalent. Two years experience in a legal setting preferred. Must be able to work with a wide variety of people. Professional demeanor required. EOE

Send resume and cover letter by January 24, 2014 to:

Court Administrator
PO Box 578
Manistee, MI 49660